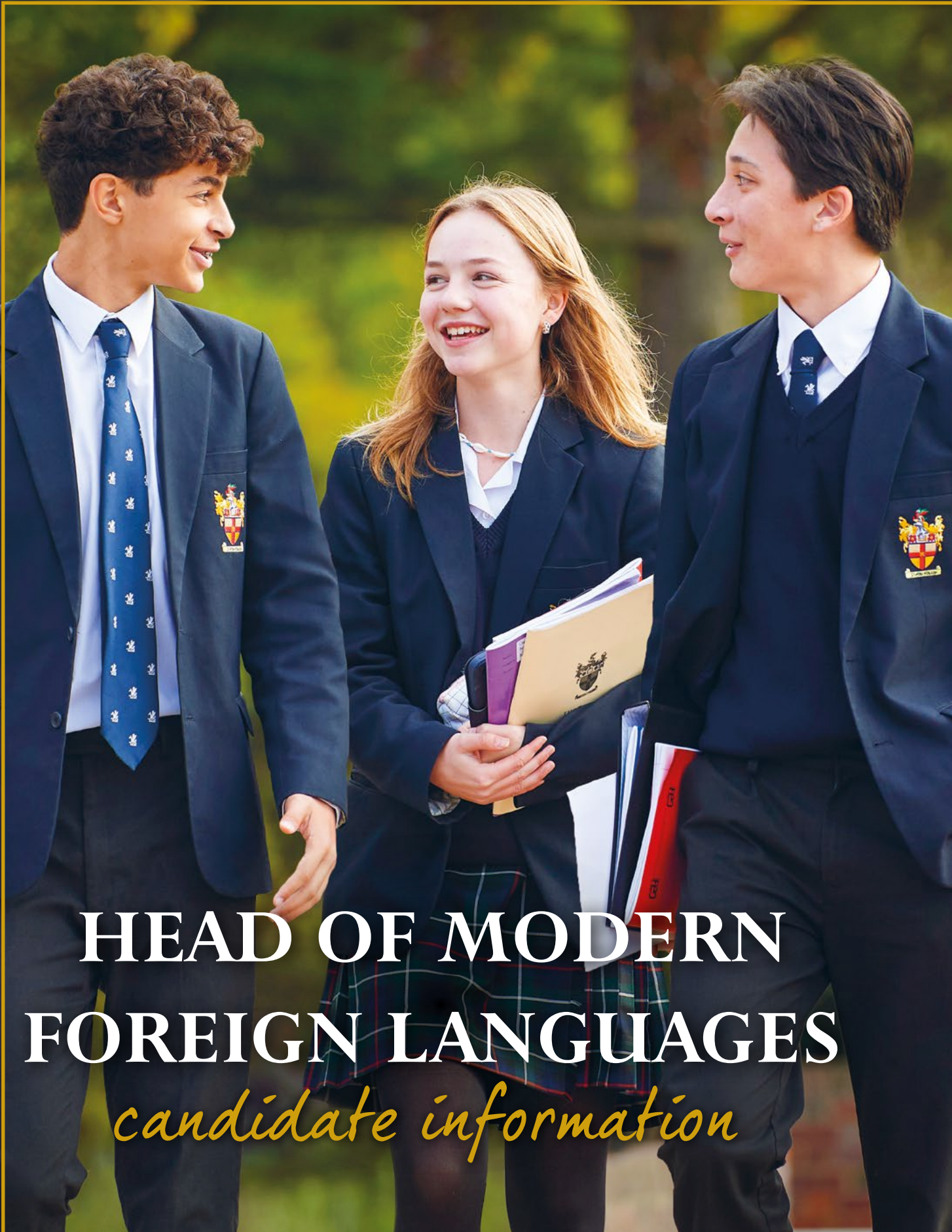




THE **Leys**
CAMBRIDGE



**HEAD OF MODERN
FOREIGN LANGUAGES**
candidate information

Head of MFL

full time, permanent post

Starting September 2024 or January 2025

We are seeking to appoint an innovative, enthusiastic, and committed linguist to lead the Modern Languages Department, from September 2024 or January 2025.

The successful candidate will teach Spanish to A Level (and ideally French or German to Key Stage 3) and contribute to the school's pastoral and wider-curricular programme.

The Leys is an inclusive and inspiring co-educational boarding and day school offering an incredible learning environment and pupil experience in Cambridge. Putting pupils at the heart of everything we do, our shared values create a strong, caring, and cohesive community. The successful candidate will be joining a dedicated, successful, and welcoming team of teaching and business professionals, committed to working together to combine their skills, experience, and insights to deliver an excellent education to our pupils.

The Leys is an extremely rewarding place to work. We hope you will take the time to look at our website to find out more about us.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Before appointment to any role in the school, checks including an Enhanced DBS Check and workplace references will be undertaken in accordance with current statutory guidance. Evidence of eligibility to work in the UK is required. A one-year probationary period will also apply.

The Foundation is committed to fostering an inclusive culture that promotes and values diversity and celebrates the diverse voice of our community.





Welcome to *The Leys*



Life at The Leys

The Leys is a co-educational boarding and day school for pupils aged between 11 and 18. Set in the heart of the beautiful and stimulating city of Cambridge, one of the world's leading cultural and academic centres, The Leys' unique location allows pupils unrivalled access to the vast array of cultural and educational opportunities that Cambridge has to offer.

Established in 1875, The Leys values its history, yet it blends traditional values – courtesy, tolerance, respect, decency – with a forward and outward-looking approach to education. Dedicated staff and superb facilities combine powerfully to prepare young people for the challenges which lie ahead at university and beyond.

The Leys is a close-knit, engaged, friendly community of around 550 pupils in which pastoral care is seen as the top priority. Academic value-added is impressive and the breadth of the wider curriculum is renowned. The School caters for Boarding, Home Boarding and Day pupils but, with 70% of pupils accommodated in boarding houses, boarding is absolutely central to the ethos of the School and all pupils benefit from the vibrancy and structure which this provides.

Modern Foreign Languages Department

The Modern Foreign Languages Department is housed in the Stamp Building, with departmental classrooms equipped with data projection and ample storage space, a staff office and two small rooms that can be used by the Assistants or for one-to-one oral work. The Head of Modern Foreign Languages coordinates the work of the three departments. Each department also has a native speaker Assistant.

The Modern Foreign Languages Department is well-established and successful. There is a strong academic ethos. It is a lively and interesting place to work, amongst highly qualified and professional colleagues who place an emphasis on using the target language for both pupils and teachers alike. However, new ideas for promoting and teaching languages are always welcome and shared.

The department runs a number of trips abroad and a willingness to be involved in organising and accompanying these trips would be essential. All Year 10 and Lower Sixth Spanish pupils are strongly encouraged to take part in a five day study trip to the south of Spain, which takes place during the Easter holiday and it would be expected that you would assist on this trip.

In Year 7 and 8 there are only 60 pupils (30 in each year). Spanish is taught from Year 9 up to A level. The majority of pupils who arrive at The Leys in Year 9 have some background in the language but it is possible to take Spanish as a beginner. At KS4 most pupils choose one modern foreign language and have the option to add a second.

French, German and Spanish are the three languages taught in the timetable and we are looking for a Spanish teacher to teach up to A level. For flexibility in timetabling, it would also be an advantage for the successful candidate to be able to teach another language to at least Key Stage 3 and preferably to GCSE but this is not essential.

The Spanish Department

There are currently two subject specialist teaching members of staff, with others who teach Spanish as their second language, as well as a native Spanish assistant.

In Year 8, there are two classes. In our Year 9 groups we focus on all aspects of the language, and we like to give a particular focus on the culture of Hispanic countries. We have excellent resources available.

At KS4 there are currently three sets in both Years 10 and 11. The pupils have 3 x 50-minute lessons a week and follow the Edexcel IGCSE syllabus, using the Edexcel International GCSE textbook. Recent GCSE results have been good with 90% achieving grades 9 – 5.

Sixth Form Spanish class sizes are encouraging, given national trends. There are usually between 5 and 8 studying Spanish at A level. We follow the AQA syllabus, using the AQA A Level textbook. All Sixth Form pupils have a lesson per week individually with the Spanish assistant.

The department organises many different language initiatives throughout the year including taking part in a debating competition, reading competition, some outreach activities at primary schools and they help our students in Year 11. Weekly collaborations for all year groups are available for pupils once a week where all Spanish teachers offer support for those wanting it.

The Role

The term Head of Department applies to appointed postholders who have responsibility for an academic department. The Head of MFL is responsible to the Director of Studies.

The primary role of the Head of an Academic Department is to provide strong academic leadership and management of the department. All Heads of Department are expected to perform the duties of a teacher in addition to managing their department.

The Head of Department is required to lead, manage, and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. They will be supported by SMT, by colleagues from within the department, and language assistants.

All Heads of Department are required to exercise leadership, demonstrate vision, and empower others in order to deliver the agreed departmental strategy. It is recognised that the methods by which Heads of Department carry out their duties and the extent of delegation, will depend on such factors as the size and nature of the Departments and the personal approach of the individual Head of Department.

The HoD has the following responsibilities:

- Ensure high quality teaching and learning within the department including undertaking regular learning observations.
- Organisation, promotion, efficiency, and success of the department in line with school strategic plans and direction.
- Planning the curriculum, maintaining up-to-date Schemes of Work, and selecting appropriate syllabuses and specifications.
- Advising on staff needs and teacher allocation.
- Advising on staff appointments into the department.
- Inducting new members of staff into the department.
- Advising on teaching objectives, and supporting, performance and development of departmental colleagues. This may include CPD recommendations.
- Complete regular book and marking audits within the department.
- Advising on expenditure, especially regarding new development.
- Ensure a safe and healthy environment for both staff and pupils, and full compliance with health and safety requirements.
- Ensure department documentation is up to date.
- To bear in mind the Christian ethos that underpins the life of the school community and bring its values into the classroom.

The HoD has the following responsibilities to the department and colleagues:

- To be a subject expert who regularly updates their knowledge to stay 'current' in their subject.
- Develop and maintain an academic extension and enrichment programme for the pupils in the department.
- To create a well-ordered teaching environment in which pupils can thrive and explore their academic potential.
- Guiding, supporting, mentoring, and assessing colleagues with a view to their professional development.
- Take initial responsibility for the pastoral care and wellbeing of all department staff. Allocation of teaching and department duties and managing staff absences.

- Ensure that staff performance is managed in a timely and appropriate manner consistent with the expectations of The Leys School.
- Make effective use of all staffing resources, including ICT, and seek opportunities for collaboration and joint working with others beyond the department and beyond the School.
- Monitoring of marking, record-keeping, communication, and implementation of Learning Support profiles across the department.
- Chairing weekly department meetings, drawing up agendas and seeing that minutes are completed and shared with the Director of Studies.
- Monitoring, implementing, and reviewing strategies to improve pupils' performance and progress across all year groups.
- To ensure the best possible pupil experience, through the fulfilment of the School's responsibilities concerning pupils in respect of their admission, instruction, progress, and external examination.
- Creation, marking, and moderation of internal and entry examinations.
- Selecting, ordering, issuing, collecting, and stock-taking of textbooks and equipment.
- Ensure that School equipment/facilities under the department's control are properly maintained by monitoring the fabric of the department and requesting improvement or repair where required.
- Budgetary control:
 - Take responsibility for devolved budgets and comply with School financial regulations.
 - Manage income and expenditure in order to promote financial sustainability.
 - Ensure adherence by all Departmental members, with School Financial Regulations and other financial operating procedures and regulations.
- Observe colleagues teach and engender culture of peer-observation, excellence, co-operation, and respect both within and beyond the department.
- Attendance at Heads of Department meetings and HMC/East Anglia Group meetings.
- Fostering cross-curricular relationships across the school, and between schools including feeder prep schools and local maintained sector schools.
- Support department colleagues to ensure that both compliance and GDPR guidelines are followed within the department.
- Support pupils in preparation of UCAS applications, including to the most competitive universities.
- Organise the department Collaborations (academic support sessions).
- Manage the department's tracking of pupil progress through data, including data management, understanding, interpretation, and inference of the information.

Teaching responsibilities

- To teach pupils within the school.
- To create a well-ordered teaching environment in which pupils can thrive and explore their academic potential.
- To have a clear knowledge of the individuals in their class and differentiate accordingly. This should mean both their individual learning needs as well as their individual personality
- To plan lessons clearly and within the departmental scheme of work.
- To mark work regularly and promptly, in line with departmental and school marking policies and review, monitor, and keep clear and full records of pupils' progress.
- To insist upon high levels of behaviour and respect for others in the classroom.

General responsibilities

- To contribute to the pastoral care of the pupils, including weekly duties in houses.
- To contribute to extra-curricular activities.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy and other related policies
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role
- To be aware of and adhere to at all times the School code of conduct and confidentiality.
- To carry out other associated duties as are reasonably assigned by the Headmaster.

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.



Person Specification

Criteria	Essential	Desirable
Qualifications, knowledge and experience	<ul style="list-style-type: none"> • Good honours degree. • Relevant teaching experience. • Ability to teach to A Level Spanish (including to Oxbridge candidates) • Knowledge of recent developments in school language teaching • Knowledge of health and safety in a school environment • Ability to use Google Classroom or another online platform 	<ul style="list-style-type: none"> • PGCE, QTS or equivalent teaching qualification. • Experience as a tutor/form teacher. • Experience in running overseas trips. • Ability to teach French or German to at least KS3 (ideally GCSE)
Skills and abilities	<ul style="list-style-type: none"> • Excellent teaching skills • Strong communication and organisational skills • Ability to motivate and manage staff. • Ability to motivate and manage students. • Ability to deal positively and constructively with students and colleagues at all levels. • Ability to liaise effectively with senior management and whole-school issues 	<ul style="list-style-type: none"> • Good working knowledge of IT • Ability to work on your own initiative and as part of a team. • Ability to coach a sport. • Ability to help with extra-curricular activities.
Personal qualities	<ul style="list-style-type: none"> • To be efficient and organised • To be flexible and adaptable • Ability to prioritise effectively. • Ability to work in a busy environment and meet deadlines. • Suitable to work with children 	<ul style="list-style-type: none"> • Good sense of humour • Ambitious
Personal commitment	<ul style="list-style-type: none"> • Candidates should be willing and able to commit themselves actively to support the ethos of the school. 	



How to *Apply*

If you are interested in applying, please submit a completed application form including covering letter, addressed to The Headmaster, The Recruitment Team, The Leys School, Cambridge, CB2 7AD by 09.00 on **16 May 2024**. Interviews will be held on 21 May 2024.

This role has the opportunity for regular contact with pupils and therefore is exempt from the Rehabilitation of Offenders Act 1974.

By applying for this role, you are consenting to The Leys School storing your personal data. Please read our 'Privacy Notice for Job Applicants' for further details.

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Charity no: 1144035.





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C A M B R I D G E